



State of Utah

SPENCER J. COX
Governor

DEIDRE M. HENDERSON
Lieutenant Governor

Department of Human Services

TRACY S. GRUBER
Interim Executive Director

Office of Fiscal Operations
JENNIFER C. EVANS
Director

Date: June 7, 2021

To: Nate Checketts, DHS Deputy Director

From: Curt Williams, Financial Analyst III, DHS Office of Fiscal Operations

RE: Millcreek Youth Center - Walk-In Freezer Emergency

Please see the attached information regarding **\$1,286.08** (\$1,003.00 + \$283.08) in emergency repairs completed to the walk-in freezer at Millcreek Youth Center (MCYC).

This was the second time the vendor Sub Zero came to the facility to repair their walk-in freezer. For the first instance, the vendor was chosen by the Building Supervisor at MCYC because it was determined Sub Zero was the only company available, and able to work on low-temp refrigeration. There was not a contracted vendor identified meeting this criteria. The first repair was completed and intended to be processed using Small Purchasing rules for \$283.08. It has not yet been paid and will be included with the second repair for this Emergency Procurement.

Five days after the initial repair the walk-in freezer again stopped working and the Building Supervisor at MCYC contacted Sub Zero who was able to come out and repair before any product spoiled. The repair this time cost \$1,003.00. Due to the urgency to repair the freezer before significant food loss, completion of quotes or a sole source was not feasible. The Building Supervisor contacted the company he knew could repair the issue in a timely manner.

Attachments:

- Email notification and resolution of first time walk-in freezer was repaired
- First repair invoice \$283.08
- Email notification of second instance of freezer failing and being repaired
- Purchase order and invoice for \$1,003.00

Approval of this Emergency Procurement,

Nate Checketts (DHS)

Nate Checketts (DHS) (Jun 9, 2021 11:12 MDT)

Nate Checketts, DHS Deputy Director
On behalf of Department Executive Director's Office



Emergency Procurement - Walk In Freezer

Natali Rajceovich DHS <nrajceovich1@utah.gov>

Wed, May 19, 2021 at 1:58 PM

To: Saskia Prince DHS <sprince@utah.gov>

Cc: "Curt Williams (DHS)" <chwilliams@utah.gov>, DHSFINANCE <dhsfinance@utah.gov>, Marie Magre DHS <mmmagre@utah.gov>

Good news indeed!

On Wed, May 19, 2021 at 9:41 AM Saskia Prince DHS <sprince@utah.gov> wrote:

Good Morning,

Good news! The freezer is fixed, we saved most of the food, and the repair amount is less than \$300. Attached is the invoice for your reference.

The concern was that a compressor was out which would have been quite an expensive repair. That said, it was minor.

We will pay this using small purchasing rules. Please let me know if you have any questions. Thanks!

On Mon, May 17, 2021 at 3:41 PM Saskia Prince DHS <sprince@utah.gov> wrote:

Hello Curt,

We've called several vendors and none of them were able to come out and look at the freezer immediately. We finally got a hold of one vendor that is on their way now to look at it. We have no idea what kind of a cost estimate we are looking at. Dave Snowball was off today and is our BAS contact. When he comes back tomorrow, we can engage him as well.

We are already looking at some food loss. We have meat that's frozen and still okay but if we don't get it fixed by tomorrow, we'll probably lose a lot of meat as well.

We'll keep you posted.

On Mon, May 17, 2021 at 1:39 PM Curt Williams (DHS) <chwilliams@utah.gov> wrote:

Thank you Saskia for letting us know.

Please keep me posted with the vendors contacted and the how the vendor was chosen.

Thank you,

Curt Williams

Financial Analyst III

O: 385-272-4220

chwilliams@utah.gov

hs.utah.gov

utah department of
human services
FISCAL OPERATIONS

On Mon, May 17, 2021 at 12:56 PM Saskia Prince DHS <sprince@utah.gov> wrote:

Hello,

We have a walk-in freezer at Millicreek Youth Center that is not working. We don't want to lose the food we currently have in the freezer and we don't have someone on state contract to fix this item.

We will be reaching out to vendors to see who we can have come urgently to look at the freezer and assess it.

I'll keep you posted on what we find and the related costs for repair.

Thank you!

----- Forwarded message -----

From: **Brenda Shaw DHS** <brshaw@utah.gov>

Date: Mon, May 17, 2021 at 12:21 PM

Subject: Walk In Freezer

To: Marie Magre DHS <mmmagre@utah.gov>, Saskia Prince DHS <sprince@utah.gov>

Good afternoon Ladies,

The walk in freezer is not working, Dannie said something was loose and he tightened it, but it is making a loud bang every few minutes. Without Alex or Lisa here, I am not sure what vendor we have used in the past, I was wondering if you knew what vendor we have used on contract? It is looking like we will need to get someone here pretty urgently so the freezer food doesn't thaw.

Sincerely,

—

Brenda Shaw, Office Specialist

Mill Creek Youth Center

790 West 12th Street

Ogden, UT 84404

(801) 334-0214

brshaw@utah.gov

—
Saskia Prince

Administrative Services Manager

C: 385.228.6567

sprince@utah.gov

hs.utah.gov

utah department of

human services

—
Saskia Prince

Administrative Services Manager

C: 385.228.6567

sprince@utah.gov

hs.utah.gov

utah department of

human services

—
Saskia Prince

Administrative Services Manager

C: 385.228.6567

sprince@utah.gov

hs.utah.gov

utah department of

human services



SUB ZERO

REFRIGERATION • HEATING
& AIR CONDITIONING LLC

1905 LINCOLN AVENUE • OGDEN, UTAH 84401
OFFICE: 801.334.6334 FAX: 801.334.4070

Nº 17837

HVAC SERVICE ORDER INVOICE

BILL TO: _____

THIS WORK IS TO BE		
<input type="checkbox"/> C.O.D.	<input checked="" type="checkbox"/> CHARGE	<input type="checkbox"/> NO CHARGE
MAKE		
MODEL		
SERIAL NUMBER		

NAME MILLCREEK YOUTH CENTER			
STREET 790 W. 12th		DATE 5-17-21	
CITY Ogden	STATE Ut	ZIP	
PHONE	EXT.	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
P.O.#	RELEASE#		
WORK TO BE PERFORMED W/I Freeder Warming			
QTY.	MATERIALS & SERVICES	UNIT PRICE	AMOUNT
2	REFRIGERANT R-404A	40.00	160.00
TOTAL MATERIALS			160.00
LABOR \$ 1/2 hrs @ 90.00			135.00
TOTAL LABOR			135.00

DESCRIPTION OF WORK PERFORMED				
System slightly Low on Charge. Possible leak on high press port - Tightened.				
DATE	TECHNICIAN	TIME IN	TIME OUT	HRS
5-17	Rich	3:15	3:45	1/2
5-17	Skip	3:30	4:30	1

LIMITED WARRANTY: All materials, parts and equipment are warranted by the manufacturers' or suppliers' written warranty only. All labor performed by the above named company is warranted for 30 days or as otherwise indicated in writing. The above named company makes no other warranties, express or implied, and its agents or technicians are not authorized to make any such warranties on behalf of above named company.

I have authority to order the work outlined above which has been satisfactorily completed. I agree that Seller retains title to equipment/materials furnished until final payment is made. If payment is not made as agreed, Seller can remove said equipment/materials at Seller's expense. Any damage resulting from said removal shall not be the responsibility of Seller. **TERMS:** Net 30 days from the date of the invoice unless otherwise indicated above. A finance charge of 1½% per month (annual percentage rate 18%) of the unpaid balance will be added monthly. Should collection become necessary, the responsible party agrees to pay an additional 40% collection fee, and all legal fees of collection, with or without suit, including attorney fees and court costs.

CUSTOMER SIGNATURE _____ DATE 5/17/21

ENVIRONMENTAL CHECK LIST			TOTAL SUMMARY	
WORK PERFORMED	QTY.	TYPE / DISPOSITION	TOTAL MATERIALS	160.00
<input type="checkbox"/> RECOVERED			TOTAL LABOR	135.00
<input type="checkbox"/> RECYCLED			TAX EXEMPT	11 92
<input type="checkbox"/> RECLAIMED			TRAVEL CHARGE	
<input type="checkbox"/> RETURNED			TAX	
<input type="checkbox"/> DISPOSAL			TOTAL	295.00
<input type="checkbox"/> REGULAR		<input type="checkbox"/> WARRANTY		
<input type="checkbox"/> SERVICE CONTRACT				
Thank You				
				283.08



Curt Williams (DHS) <chwilliams@utah.gov>

Fwd: Off Contract for walk-in freezer emergency repair.

Saskia Prince DHS <sprince@utah.gov>

Thu, Jun 3, 2021 at 5:13 PM

Reply-To: dhsfinance@utah.gov

To: DHSFINANCE <dhsfinance@utah.gov>

Cc: Alex Lukehart DHS <alukehart@utah.gov>, Marie Magre DHS <mmmagre@utah.gov>

Hello,

On Monday, May 17, we notified OFO that the walk-in freezer at MCYC quit working. They struggled getting vendors to respond and finally located a vendor, Sub Zero, that was able to fix it at a very low cost on the same day. We luckily had minimal food loss.

It came to my attention today that the same freezer system went down about 5 days later. MCYC contacted the same vendor who immediately came out and did more extensive repairs to fix it. The second invoice has come in just above \$1,000.

I wanted to make you aware that we had to engage the same company a second time. Alex, can you please respond to all and attach the invoice?

Please advise on how you'd like to handle this for payment as it relates to the initial Emergency Procurement situation. Thank you!

----- Forwarded message -----

From: Alex Lukehart DHS <alukehart@utah.gov>

Date: Thu, Jun 3, 2021 at 4:00 PM

Subject: Off Contract for walk-in freezer emergency repair.

To: Saskia Prince DHS <sprince@utah.gov>

Saskia,

The week before last, our walk-in went down and ruined some of our product.

The only company that was

a) available and

b) works on "Low-temp refrigeration."

...was off contract. They came out immediately and got us running again. 5 days or so later, the Freezer went down again and they were able to come out before the product spoiled. Their repair was just a few dollars over \$1,000. Is there anything else I need besides a justification for each of those instances?

Thank you,

-

Alex Lukehart
Building Supervisor
Millcreek Youth Center
790 W 12th Street
Ogden Utah, 84404
801-334-0225 (Office)
385-260-9238 (Cell)

-

Saskia Prince

Administrative Services Manager

C: 385.228.6567

sprince@utah.gov

hs.utah.gov

utah department of
human services



State of Utah Mail - Emergency Procurement - Walk In Freezer.pdf

271K



State of Utah

Department of Human Services
Division of Juvenile Justice Services

Mill Creek Secure

790 West 12th Street

Ogden, Utah

801-531-9120

PURCHASE ORDER

Purchase Order #

9271 - 05/26/21 - 11:11 BS

The Purchase Order Number (UNIT-DATE-TIME) must appear on all related correspondence, shipping papers and invoices.

Purchasing Policy (Check 1 box only)

- ☐ Purchase is on a DJJS Contract Contract #
- ☐ Purchase is available from another State Agency (i.e. UCI)
- ☒ Purchase is on a State Cooperative Contract Contract #
- ☐ Item(s) price are \$1000 or less (If items are **NOT** on Contract, select best source AND complete Justification Form)
(If items **ARE** on Contract, select best source)
- ☒ Item(s) price are \$1001-\$5000 (If items are **NOT** on Contract, develop Scope of Work and contact vendors. Telephone Quote Sheet must be attached with at least two quotes, and complete Justification Form. Must go with lowest cost.)
(If items **ARE** on Contract, attach Scope of Work and two quotes. Consider lowest cost or best advantage.)
- ☐ Sole Source over \$1000 (Contact your SSC for assistance) Sole Source Approval #
- ☐ Purchase \$5001-\$20,000 non-contract (Contact your SSC for assistance. Requires Scope of Work)
- ☐ Is Purchase a Fixed Asset? ☐ YES ☐ NO Description Location

VENDOR:

VC00001687

SUB ZERO

1905 LINCOLN AVENUE

0

OGDEN

UT 84401-0000

801-334-6334

PURCHASED FOR:

MAINTENANCE

NOT TO EXCEED THE DOLLAR AMOUNT OF:

\$ 2,000.00

Fund	Dept	Unit	Appr Unit	Activity	Object Code(s)	Function	Amount (if known)
1000	200	9271	KJE	PW BG	6171		
1000	200	9271	KJE	PW			
1000	200	9271	KJE	PW			

ITEM(S) / PROJECT DESCRIPTION

Amount (if known)

TROUBLESHOOT AND REPAIR WALK IN FREEZER

1,003.00

Please remember to add applicable shipping charges
NO SALES TAX WILL BE PAID - Form TC-721G upon request

TOTAL

\$ 1,003.00

**** P.O. must be Approved Prior to Purchase ****

X

Requested by signature

X

Authorized by signature

DIRECTOR

05/26/21

Title

Date

Thank You